

100 FSS/FSMC
LOCAL NATIONAL DIRECT HIRE
Unit 4925, Box 290, Building 435
RAF Mildenhall, IP28 8NF

For further information Contact: RAFM 01638 54 2677/2292/5036/3662

VACANCY ANNOUNCEMENT NUMBER:		VA13-RPA829747MIL	
OPENING DATE:		CLOSING DATE:	
POSITION TITLE:	SUPERVISORY OPERATIONS MANAGER	BASIC PAY RANGE FOR GRADE:	£16.84- £23.80
PAY PLAN:	S-0301-12	CATEGORY	Regular Full time 37.5 hours per week
LOCATION/ACTIVITY:	RAF MILDENHALL		
90-DAY REGISTER:	THIS ANNOUNCEMENT MAY RESULT IN A 90-DAY REGISTER THAT MAY BE USED TO FILL LIKE VACANCIES FOR 90 DAYS AFTER THE CLOSING DATE. APPLICANTS MAY BE REFERRED FOR CONSIDERATION AS VACANCIES OCCUR.		
AREA OF CONSIDERATION:	Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK; all applicants will require a security clearance – those requiring a security clearance through the UK Defence Vetting Agency will only be considered provided they have completed a minimum of 5 years residency within the UK. No Transportation/Interview/Housing costs involved. Please note Pre-appointment Security Clearance Requirements may delay start date.		
DUTIES AND RESPONSIBILITIES:	<p>Please provide detailed work experience as it relates to the required Knowledge, Skills and Abilities below, as this will be used to determine qualifications for this position.</p> <p>Plans, organizes, and oversees the long range plans and budgets of the Operations Flight. Coordinates with Programs and Asset Management Flights to maintain facilities in accordance with long range plans. Provides direct input or participates with planning, engineering, production control, and other personnel during initial planning and developing of work requirements. Exercises supervisory personnel management responsibilities and facilitates civilian workforce processes. Represents the Operations Flight with a variety of installation and functional area organizations. Applies Equal Employment Opportunity (EEO)/Equal Opportunity Treatment (EOT) principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination.</p> <p>Other significant facts pertaining to this position are:</p> <ol style="list-style-type: none"> 1. Work may occasionally require travel away from the normal duty station on military or commercial aircraft. 2. May be assigned other duties not described in this position description, but that are appropriate to the grade and skill set of the incumbent. 3. May periodically respond with assigned Disaster Response Force Recovery Team during simulated emergencies to test and/or maintain proficiency in team skills for assigned work. Support the US military on exercise or operational duties. 4. Will be required to wear appropriate personal protective equipment. 5. The incumbent is required to become knowledgeable and proficient in the details and application of all applicable USAF guidance pertaining to work accomplishment, personnel management and resource allocation to effectively manage works within the flight. 		
KNOWLEDGE, SKILLS, AND ABILITIES (KSA):			

<p>1. Knowledge of a wide range of principles, processes, and techniques of trade(s) and/or crafts(s) supervised and personnel management policies, regulations, practices, and procedures, including sexual harassment and Equal Employment Opportunity/Equal Employment Treatment, Security and Safety.</p> <p>2. Awareness of the application of environmental compliance and natural/cultural resources concepts, standards, methods, practices, techniques, materials, and tools.</p> <p>3. Skilled in the principles of planning and budgeting; ability to determine resources required to accomplish the mission.</p> <p>4. Knowledge of standard construction and contracting regulations, practices, and procedures. Ability to read and interpret blueprints, diagrams, sketches, and technical specifications.</p> <p>5. Ability to communicate effectively, both orally and in writing.</p>			
MEDICAL/SECURITY REQUIREMENTS:			
<input checked="" type="checkbox"/>	UK CIVIL VETTING CLEARANCE	<input type="checkbox"/>	PHYSICAL
		<input type="checkbox"/>	FOOD HANDLERS
		<input type="checkbox"/>	NONE
QUALIFICATION REQUIREMENTS:			
Education or equivalent combination of education and experience may be substituted for all required experience, apprenticeships, or further education/training in related fields. Education must demonstrate the knowledge, skills and abilities necessary to do the work. Submit transcripts/proof of qualifications/certificates directly related to the duties of the position.			
LICENSE AND CERTIFICATION REQUIREMENTS:			
A Bachelor's degree and appropriate professional registration/certification are desired.			
The work may require the employee to drive a motor vehicle. An appropriate driver's license may be required for the position.			
HOURS OF DUTY:			
Normal Tour of Duty. May be required to work UK holidays and observe US holidays. May be subject to emergency call back at all hours.			
WORK ENVIRONMENT:			
The work is mostly sedentary. No special physical demands are involved. There may be some walking, standing, bending, or carrying of light items. The employee works in an adequately lighted and ventilated office environment. Observes normal safety precautions.			
BENEFITS:			
Sick Leave and the Opportunity to join, the contributory stakeholder pension scheme, which includes free Group Life Assurance, eligibility rules apply.			
HOW TO APPLY:			
<p>Interested candidates must complete a RAF Mildenhall, LNDH Employment Application obtainable from the Civilian Personnel Webpage http://www.mildenhall.af.mil/units/100fss/civilianpersonnel.asp . Incomplete application packages will not be considered.</p> <p>All applications, with relevant attachments and/or CV/Resume with application, can be submitted via email to the email listed on the last page of the application form 100fss.fsmc3@mildenhall.af.mil or mailed to 100 FSS/FSMC (LNDH), Unit 4925, Box 290, Building 435, RAF Mildenhall, Suffolk IP28 8NF.</p> <p>Please ensure to include the VACANCY NUMBER, the JOB TITLE and the LOCATION on the top of the application and in the subject line of any email correspondence.</p>			
EQUAL OPPORTUNITY EMPLOYER:		FOR MORE INFORMATION:	
There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.		If you require any further assistance or if you just have a general inquiry, you may telephone Barbara Dudash (01638) 542292, or Jackie Sukup on (01638) 542292, or stop by our office in building 435, RAF Mildenhall.	